

HOW TO SEARCH DISCLOSURE STATEMENTS

How can I find everyone who has filed a statement in 2005?

Select "All Reports" and "Date Range of Filing" with January 1 as the start date and today's date as the end date. You can then sort the results by the name of the report.

I want to review every campaign contribution report for this year's elections.

Select "State Campaign Contribution Report" in step one, the date of filing in step two, and March 31, 2005, as the start date. You will be able to view the reports in a .pdf format.

How can I find out if an individual is a filer?

Go to the "Alphabetical Listing of Filers," click on the first letter of the person's last name, and scroll down until you locate the individual's name.

I am searching by a specific name, but keep getting a message that there are no reports that meet my criteria.

Try using only part of the name in your search. The entry "Parks" will display results for Parks, Parks-Wood, Sparks, and Webster-Parks.

Why do I have to keep resetting my search options?

You are selecting the "Return to Search" option. To preserve your most recent search criteria, click "Back" on the blue navigational bar or in the box that gives a summary of your criteria. Do not use your browser back button.

I can't click the buttons at the bottom of my screen to search campaign contribution reports.

Select "State Campaign Contribution Report" in step one to activate the buttons for "Public Offices" and "Name of Contributors."

How can I activate the button next to "Sources of Employment Income"?

Select "City Financial Disclosure Statements" in step one.

I selected "City Financial Disclosure Statement" and "Sources of Employment Income," but got a message that there are no reports.

Type either "All" or a specific name in the box to the right of the pull down menu that displays "Sources of Employment Income."

How can I sort all of the fields in a report?

You can click the column heading to sort the results in many reports. In others, you must copy the results from your search and paste them in an Excel spreadsheet where you can sort by different criteria.

Why are some names omitted of family members who work for the city?

The Open Records Act exempts from disclosure the names of family members of employees in certain departments or positions.

Where can I find a list of individuals who didn't file a statement?

Go to the [Board of Ethics website](#) to review the annual report on the City's Financial Disclosure Statements and the list of non-filers.

For more help, contact ethicsofficer@atlantaga.gov or call the Ethics Office at (404) 330-6286.